

I'On Assembly
Board of Trustees Meeting
Wednesday October 23, 2019
Board Meeting 6:00 P.M.
Conference Room, 159 Civitas St
Mt. Pleasant, SC

AGENDA

- Homeowner Forum
- Call to Order
- Approval of Minutes:
 - September 16, 2019 Board Meeting Minutes
 - October 3, 2019 Special Board Meeting Minutes
- President's Report
 - Creek Club Unsolicited Purchase Offer
 - Management Company
 - Holy Cross I'On Family 5K Race Request
- Treasurer Report
 - VOTE to Approve 2020 Proposed Budget
- Amenities Report
 - Update on Waterfront Enhancement Project
- Infrastructure/Landscape Report
 - VOTE to Approve Eastlake Landscaping Renovation
 - VOTE to Approve 2020 Capital Projects
 - i. Jogging Park Renovation
 - ii. Patience Park Renovation
- Covenants Report
- IDC Report
- Secretary Report
- Communications Report
- Adjournment

I'On Assembly Board of Trustees Meeting

September 16, 2019

Members Present: Tom O'Brien, Johann von Asten, Trey Mathisen, Eric Krawcheck, Peter Wallace, Julie Hussey, and Chris Colen

Members Absent: None

SCS: Jessica Gosnell and Mary Fraser

Homeowner Forum: Laura Kasman, 52 Sowell Street; Ed & Jo Clem, 167 E. Shipyard; David Nixon, 22 Fernandina; Alex Rubin and Caitlin Ridgeway, 281 N Shelmore; and Lon Waggoner, 66 Saturday Rd.

Laura Kasman attended the meeting to express her concerns surrounding the condition of the Mathis Ferry buffer along I'Ons perimeter. She stated that she reached out to HDR Undergrowth and Land Clearing to get a price to forestry mulch the buffer area to clean it up. Once that was completed, she was recommending the re-planting of 15 to 20 canopy trees in the buffer. She planned on submitting a request to the TOMP tree bank to get funding assistance for the re-planting. Laura is asking for HOA support to do this. Tom responded that we would have to get approval from the Town on anything being done in the buffer area as they have very strict regulations on what can be done in the buffer. Tom stated that he would be happy to go with Laura to meet with Eddie Bernard at TOMP in seeing what the next steps would be to get this completed.

Ed Clem attended the meeting to support the idea of a budget increase. He stated that he believes the assessments should be raised in order to compensate for needs surrounding landscape improvements, especially surrounding Eastlake.

Caitlin and Adam Ridgeway attended the meeting stating that they are new to the community and just wanted to see how things are ran. They also mentioned how helpful Dana has been in regard to their recent submission to the IDC.

Call to Order: 6:16 pm by Tom O'Brien

Approval of Minutes:

Johann Motioned to approve the August 19, 2019 I'On Assembly Meeting Minutes. Tom Seconded. All in favor. Motion passed unanimously.

Presidents Report:

Tom first reported on the impacts of the recent Hurricane, Dorian. He spoke on some of the damage that occurred throughout the neighborhood and relayed how quickly The Greenery and the Charleston Tree Company responded to our needs in cleaning up debris and removing hazardous trees. He also mentioned that we are working on putting an emergency plan together in responsiveness to storms. He then touched on pockets of the neighborhood that lost power during the storm. It was found that parts of Eastlake Road, Saturday Road, Robert Mills Circle, and Duany Road share grids with Olde Park and Hobcaw, which both have above ground utilities. The rest of I'On has underground utilities and therefore do not lose power at all or at least not as frequently as those on grids with above ground utilities. This was concerning to residents, so Jessica reached out to and spoke with Dominion Energy to see if Olde Park and Hobcaw utilities could be buried, and if so, what that cost would be and how could we get a project like that going. Dominion Energy told Jessica that the only way to get these utility lines underground is by petition of the neighborhoods they are located in. Therefore, Olde Park and Hobcaw would be the entities that would need to petition for and request burying of the utility lines. We have discovered that Hobcaw is considering petitioning to have their utilities buried. Jessica stated that we will continue to look into this and hopefully get in contact with adjacent neighboring communities to see if we can assist in getting their utilities buried.

Tom then touched on the landscaping conditions specifically regarding the right of way areas. He stated that most of these areas are planted and maintained but expressed the need to have all right of way areas to appear uniform throughout the neighborhood. He voiced that we need to take a look at the areas that are in the worst conditions and look again into having the association maintain these. It was also noted that we will ask for The Greenery's opinion on what plantings may be most appropriate to plant in ROW areas that do not have irrigation or receive much sunlight.

Treasurer Report:

Johann first reported on the executive dashboard with the Board, touching on a few line items that we are over budget on. He stated that we are overbudget on legal fees, which we expected, and landscaping maintenance specifically in reference to tree maintenance. He mentioned that Hurricane Dorian generated \$10,000 in hazardous tree removals so far and we have not received the invoice for marsh path and rookery path tree removals which we anticipate being another \$10,000.

Johann did mention that we have added another \$10,000 to the tree maint line item for 2020. Johann relayed that he expects us to have a \$15 to \$20 thousand-dollar deficit under Tree Maintenance by the end of the year.

Johann went on to discuss the draft 2020 budget with the Board. This proposal includes increasing assessments by \$150, making them \$1,200 for 2020. It should be noted that the association has not raised assessments in 4 years. Johann spoke on projects around the neighborhood that could be completed and also mentioned that we would have the ability to improve the quality of landscaping by this increase. He stated that the revenue the association would incur after this increase would be roughly \$900,000. He then went over the line items that we have significantly increased for 2020, those being staffing fees, tree maintenance, tree/plant replacements and contract landscaping. It was noted that we increased contract landscaping from \$198,000 to \$227,000. Chris inquired about the score card we would like to put together in making sure The Greenery is hitting performance models as expected. Johann stated that the Finance Committee discussed obtaining invoices for annual flowers, pine straw, and mulch when those items are installed so that we can make sure we are receiving what we are paying for. Currently, we pay those invoices monthly over the span of the year rather than paying in full at the time of installation. Changing this would make it more transparent to see exactly what we are getting and exactly how much each plant costs rather than paying a recurring monthly expense for these items.

Johann then relayed that the finance team has is also recommending increasing the legal budget line item from \$25,000 to \$35,000 for 2020.

He then touched on an increase under the IDC line item, which would compensate for Dana's need to work more hours the first few months of 2020 as she is trying to get outstanding issues cleared up and organizing ongoing procedural aspects surrounding IDC submissions.

Johann went on to discuss the increase in the insurance line item as well. We have had to increase this expense primarily due to an increase in premiums for properties in our area due to named storms hitting South Carolina coastal regions each year.

Lastly, Johann relayed that with this assessment increase, we would have the funds to complete necessary landscaping renovations of several existing parks, and add amenities that the community would like to see added or improved upon.

It should be noted that we are currently approximately \$8,000 under budget with transfer fees from where we expected to be at this time of the year. We hope that it will balance out by year end with upcoming home sales.

Amenities Report:

Trey first reported that the ladder has now been installed down at the docks. Jessica stated that we are ordering a sign to be placed at the docks to remind residents to lift the ladder back up after each use. It should be noted that there was no damage done to the docks during Hurricane Dorian.

He then mentioned complaints regarding one of the basketball goals at the sports court being crooked. He stated that he inspected the goal and confirmed it was slightly crooked. Our maintenance man straightened the goal as much as possible, but a piece is bent due to people dunking on the goal and hanging on the rim. Trey stated that when it comes time to replacing the goals, we will look into ordering a non-adjustable goal that will be more stable and eliminate this from happening in the future.

Lastly, Trey reported on the Waterfront Enhancement project and the difficulties we have run into in getting the project moving. It was noted that Lee Gastley, an engineer at Seamon Whiteside, reviewed our plan for us and advised us to have the critical line buffer resurveyed since it has been 5 years since the survey was last done. Trey also mentioned that the plan for the patio seating area in the parking lot is now being revisited due to its location in the critical buffer area. When the TOMP reviewed the plan, they informed us that we would need to have a permeable surface in this location since it is in the critical line buffer, so patio pavers cannot be used. We have asked the Landscape Architect to update the plan for this area to have a brick border with crushed oyster shell center so that it is permeable per TOMP instructions. We are working on getting official permits

from the Town, revising the plans, while also discussing details of our plans with Mike Russo. After that, we will be rebidding the project out.

Landscape and Infrastructure Report:

Peter reported on common areas throughout the community that need to be worked on and would like to discuss the best way to get these completed with the Board. He first spoke on the right of way areas and reiterated the difficulties surrounding irrigating and planting these areas. He mentioned that many residents place their trash cans and other debris in the right of ways, which can cause the garbage trucks to damage these areas during pick up times. The Board mentioned the “test” areas that were planted by the HOA a few years ago and suggested doing more areas like this on the ROW strips in front of HOA properties. They also stated the need to note the right of way areas that are in the worst condition while we are out doing inspections. We will be discussing options for improving the right of ways and hope to have a plan in place to better these areas in the future.

Peter then touched on capital projects the community would like to see completed and discussed with the Board in reference to the budget. He mentioned the possibility of providing a report to distribute to the community that would show everything that has been completed over the year.

Peter reported that the Eastlake path project has been completed for the most part. It was noted that we are still withholding the final payment of \$9,000 until all items on the punch list are completed.

He then spoke on the environmental study being completed in The Rookery, which we have not received from Newkirk Environmental yet, but are anxiously awaiting so that we can make a plan for what obligations we need to fulfill in regard to Rookery maintenance. Peter also touched on maintenance obligations on the Marsh Path in regard to the buffer area, and mentioned that we have contracted Newkirk Environmental to provide us a report on the Marsh Path Buffer as well. These studies are expected to be done by the end of this year or beginning of 2020.

Jessica mentioned how she has received complaints from residents regarding several areas of the neighborhood being very dark at night due to lack of street lights in certain areas. She confirmed that she met with Dominion Energy to look at the possibility of adding new street lights on Robert Mills Circle, Jane Jacobs, Montrose, Hospitality Street and N. Shelmore Blvd at Hospitality. She is awaiting

a quote for the cost of installing conduit, running electrical, as well as bases and light poles since I'On owns the light poles.

She then reported on the holiday decorations, stating that we have ordered a pole tree in replacement of a real tree to be placed at Maybank Green. She also stated that we now have residents who have volunteered for helping with the decorating committee, which we are very thankful for.

Lastly, Peter expressed his agreeance with the raise in assessments. He stated how thorough the committees have been throughout this budgeting process in being able to highlight areas that need to be addressed. He also mentioned the draft budget lining up well with landscaping items that need to be completed.

Covenants Committee:

Eric stated that we are giving residents time to clean up their residences from the storm and that there were no deficiencies that needed to be discussed. Covenants activity will commence in October.

IDC Liaison Report:

Julie first reported on Dana's performance in organizing the procedural aspects surrounding IDC submissions.

She mentioned that Dana is not approving any plans on her own record as Pam had been doing, which is good for uniformity. Dana is also working on coming up with a set of guidelines for residents to refer to when submitting their plans to the IDC. This will help streamline the process in making sure that homeowners have all that is needed upon initial submittals.

Lastly, Julie brought up a challenge the IDC has run into when trying to clarify the I'On Code in relation to the Town of Mt. Pleasant versus the architectural standards. She stated that Dana is working on clarifying this so that it is clear to homeowners on what needs Town approval and what needs IDC approval. The Board expressed how thankful they are to Dana for all her hard work in cleaning up outstanding issues up.

Communications Committee:

Chris first thanked the management team for the communication that went out to the neighborhood during Hurricane Dorian.

He then touched on the upcoming printing of the 2020 directory, stating that we are on track to meet the deadline for distribution with the Giving Lights.

Lastly, Chris discussed updating the survey from 2016 and coming up with new questions to send another survey out in 2020. He stated that he has already received participation from the community in coming up with questions for the survey. Chris mentioned that he would like this survey to be more focused. It would include questions surrounding our amenities, projects that the community would like to see completed, and the budgeting process in relation to increasing assessments. The Board expressed interest in reviewing the 2020 survey questions prior to sending to the community.

Board of Appeals: No Report

Other Business:

There being no further business to come before the Board of Trustees, the meeting adjourned at 7:08 pm. Next meeting is October 23, 2019 at 6pm.

Respectfully submitted by _____

Chris Colen, Board Secretary

I'On Assembly
Special Board Meeting to Discuss Management Company Contract Options
I'On Assembly Conference Room
October 3, 2019
3:30 pm

Members Present: Tom O'Brien, Julie Hussey, Trey Mathisen, Peter Wallace

Members Present Via Conference Call: Chris Colen and Eric Krawcheck

Members Absent: Johann von Asten

Management Team Present: Jessica Gosnell

Tom called the meeting to order at 3:33 pm

Tom thanked everyone for taking the time to meet and discuss the management contract options. For purpose of the minutes, he mentioned how over the last few months Board members met with the existing management company as well as two other local management companies to explore "back office" management options. The Board obtained three contract proposals, one from the Southern Community Services, one from Ravenel & Associates, and one from SW Communities. Side-to side comparisons of all three proposals were emailed to Board members for review prior to today's meeting.

For purpose of the minutes, Tom explained how I'Ons current management company, Southern Community Services, was sold in January 2019 to a larger management company based out of Wilmington North Carolina. It was not a smooth transition, there were concerns with upper management being out of state and not local, as well as concerns with I'Ons priority level within the new company. This led the Board to investigate other options prior to the current contract's expiration on December 31, 2019.

Tom made a motion to move into Executive Session at 3:37 pm

Julie motioned to move out of Executive Session at 3:59 pm

Peter motioned to move I'On Assembly's management service over to Ravenel & Associates. Trey Seconded. All in favor. Motion passed unanimously.

Tom confirmed he would obtain an I'On specific draft contract from Ravenel and have it reviewed by Board members, I'On legal counsel, and the General Manager prior to signing.

The meeting adjourned at 4:02 p.m.

Respectfully submitted by _____

Chris Colen, Board Secretary

Executive Dashboard

As of 9/30/2019

9

Summary	Prior Years Actual				Annual Budget	YTD Actual	YTD Budget
Income Statement	2015	2016	2017	2018	2019	Sep-19	Sep-19
Assessments	\$ 760,835	\$ 799,050	\$ 799,025	\$ 795,350	\$ 799,050	\$ 794,054	\$ 799,050
Delinquent Dues	(9,032)	(6,000)	-	3,675		4,996	-
IDC Revenue	22,650	21,900	21,450	17,450	15,000	14,850	11,250
Dock Closure Rev	21,700	15,520	14,700	24,150	12,600	12,250	9,450
Other	10,498	21,808	5,586	11,097	8,600	8,729	6,450
Total Revenue	\$ 806,651	\$ 852,278	\$ 840,761	\$ 851,722	\$ 835,250	\$ 834,879	\$ 826,200
Administrative	\$ 232,471	\$ 270,451	\$ 261,666	\$ 258,941	\$ 263,069	\$ 179,358	\$ 197,302
Legal	37,297	27,217	39,563	18,749	25,000	31,314	\$ 18,750
Landscaping & Maintenance	379,963	341,555	360,221	355,058	358,544	276,906	\$ 268,908
Utilities and Ins	106,057	97,973	88,078	90,222	100,992	58,325	\$ 75,744
Reserve Contribution	39,000	39,000	39,000	41,500	41,500	41,500	\$ 41,500
Capital Projects	-	46,000	46,000	46,000	46,000	46,000	\$ 46,000
Total Expenses	\$ 794,788	\$ 822,196	\$ 834,528	\$ 810,470	\$ 835,105	\$ 633,403	\$ 648,204
Net Surplus	\$ 11,863	\$ 30,082	\$ 6,233	\$ 41,252	\$ 145	\$ 201,476	\$ 177,996

October 2019 Landscaping and Infrastructure Highlights

- We received the report from Chris Moore, the engineer that evaluated the bulkheads. He provided us with several recommendations of maintenance we need to do in order to protect and extend the life of the bulkheads. We will need to remove all vegetation that is growing out of and above the bulkheads. The vegetation growing above the bulkhead blocks view of the bulkhead preventing him from seeing some areas during inspection. We have obtained quotes to clean all vegetation growing above the bulkheads on the Sowell Street side of Eastlake, both sides of the canals, as well as the vegetation on the northern end of Eastlake by the drain.
- We have obtained another quote for the Boathouse bank bulkhead extension/bulkhead reinforcement. We received one quote from The Greenery and received one quote from Carolina Dock and Marine. This is for the bank that is to the right of the Boathouse, the bank has washed out due to the bulkhead not being properly constructed. We will repair the bulkhead and then repair the bank. This repair was also noted by the engineer as necessary to preserve the bank.
- As mentioned last month, the Eastlake Path Renovation was completed. Newage contractors still has a final punch list for several small items that still need to be addressed. The punch list will be completed before we pay the final installment of that invoice.
- We continue to await the Newkirk Environmental Rookery study to be completed. Once the study is completed, we will receive a written report from them, and depending on what the report finds, create a plan of action on how to proceed with any maintenance needs in the Rookery.
- Dorian clean-up has been completed. Charleston Tree Company completed removal of all of the HOA trees that fell on personal property, streets, or sidewalks. They also completed removal of all trees that fell on the marsh path as well as the Rookery paths.
- We are awaiting quotes to install 6 new street lights in areas identified as needing additional street lighting. Dominion Energy has approved the locations. We are currently awaiting the contractor to get back to us with a quote for installation of electrical conduit and poles.
- The Town of Mt. Pleasant reached out to us and let us know that in order for them to complete the annual inspection of the vehicular bridges in I'On, we must clean off all vegetation on the sides and underside of the canal bridges. We have obtained a quote from The Greenery to proceed with the removal of this vegetation as it is necessary to ensure the safety of the bridges.
- 2019 has been a very active and productive year for L&I. Before the end of the year, we'll publish a complete list of projects and initiatives undertaken in 2019.

Communications Committee Report

October 21, 2019

Newsletter – Kathy Haas and Leah Simmons are transitioning the Newsletter and Kathy will take over as Editor in November.

Annual Directory – 600 directories will be printed. Directories will be ready for distribution with the Giving Lights packages November 23, 2019. Printing costs will be +/- \$3100. Advertising revenue is \$2200. Many thanks to Mary Fraser for all of her efforts.

Transition to Ravenel – Meeting with IT Team to discuss Website backup and security.

IDC Newsletter Coordination – Met with Julie, Tom and Dana to discuss the path forward in using the newsletter and website to inform and communicate to the community the basis for the architecture in I'On and to provide checklists on the website to assist in the submission of applications to the IDC.

- Upcoming activities November
 - Civitas Award Reaching out to former Recipients
 - 2020 Amenities Survey Planning in November Comms Meeting

Committee Members

Cameron Conway – Non-voting
Kathy Hass
Mary Kaplan
Mike McLaughlin
Leah Simmons – Non-voting

Margaret Summers (I'On Trust)
Jessica Gosnell (HOA)
Mary Fraser (HOA)